



REGISTER OF ENROLMENTS POLICY & PROCEDURES

1. Policy Purpose

The NSW Registration Manual requires that the Headmaster must demonstrate that the School has enrolment and attendance procedures that comply with all relevant laws and are detailed in written documents in a clear and concise manner.

2. Scope

The Policy and its procedures applies to all Shore students from Kindergarten to Year 12.

3. Roles, Responsibilities and Implementation

The Headmaster delegates responsibility for managing enrolments to the Director of Enrolments.

4. Policy

Shore keeps an electronic register of enrolments of all children at the School.

5. Procedures

The register of enrolments records the following information for each student:

- Name, date of birth and address;
- Name and contact phone number for parent(s)/guardian(s);
- Enrolment date of enrolment;
- Leaving date and destination;
- For students older than six (6) years, pre-enrolment situation or previous school (where relevant);
- Where the destination of a student below seventeen (17) years of age is unknown, evidence that the NSW Department of Education has been notified of:
 - a) The student's full name;
 - b) The student's date of birth;
 - c) The student's last known address;
 - d) The student's last attendance date;
 - e) The student's possible destination;
 - f) Parent's/guardian's full names and contact information;
 - g) Any known work health and safety risks associated with contacting the parents/guardians or student;
 - h) Any information that may help locate the student.



6. Record of the Register of Enrolments

The register is retained for a period of seven years after the last entry is made, and copies of information in the register are stored electronically.

DOCUMENT CONTROL REGISTER	
ENROLMENT POLICY	
Author	Risk and Compliance Manager
Compliance	
Legislation	NESA Registration Manual Sections B7.1 and B8.2
Related Shore's Policy	N/A
Key Dates	
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